



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC SERVICE RATES AND TARIFFS MANAGER

Job Number: 20001765

Job Code: 94440V150516

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 11/16/1985

Job Revised: 05/16/2015

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management of financial analysts and/or rate analysts and staff personnel in the financial analysis and regulation of public utilities for the Public Service Commission. Provides administrative and technical management assistance to the division directors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, economics, statistics, engineering or a business-related field.

EXPERIENCE:

Must have six years of professional utility or related experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in engineering or a business-related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Certification as a Certified Public Accountant will substitute for the required education and one year of the required experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages professional and staff employees in the analysis and evaluation of public utility revenue requirements, rate design and structures, tariff filings, accounting systems and operating practices. Plans, assigns and reviews employees' investigatory actions of public utilities to ensure compliance with federal and state law, regulations and accounting requirements. On a limited basis supervises the preparation and presentation of testimony and exhibits on complex theory involving ratemaking, accounting, and financial issues in public hearings and may be subject to cross examination. Plans, assigns and participates in the preparation and presentation of comprehensive analyses and recommendations to the Commission. Supervises the preparation and presentation of comprehensive analysis, summaries and recommendations on complex issues to the Commission. Assigns and supervises the preparation of the text of orders implementing the Commission's decisions on accounting or financial matters. Determines personnel requirements; recruits and recommends employment of new personnel. Coordinates work with other sections and Divisions within the Commission. Plans and manages training and training programs of new personnel. Assists Division Director in establishing Division policies and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.